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ORIGINAL: ENGLISH

PREPARATORY COMMITTEE FOR THE UNITED NATIONS CONFERENCE ON HUMAN SETTLEMENTS (HABITAT II)
Organizational session
New York
3-5 March 1993
Item 2 of the provisional agenda

ADOPTION OF THE AGENDA

Provisional agenda

1. Election of officers.

2. Adoption of the agenda.

3. Preparations for the United Nations Conference on Human Settlements (Habitat II).

4. Arrangements for future sessions of the Preparatory Committee.

5. Provisional agenda for the first session of the Preparatory Committee.

ANNOTATIONS

Item 1. Election of officers

1. Under paragraph 4 of General Assembly resolution 47/180 of 22 December 1992, the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II) was established as a committee of the General Assembly. Accordingly, the proceedings of the Preparatory Committee are governed by the rules relating to the procedure of committees of the General Assembly, as contained in the Rules of Procedure of the General Assembly.

2. By paragraph 9 of the same resolution, the General Assembly decided that the Preparatory Committee at its organizational session should elect, with due regard to equitable geographic representation, the following officers: a Chairman, three Vice-Chairmen and a Rapporteur. The General Assembly further decided, in paragraph 11, that the host country of the Conference, Turkey, should be an ex officio member of the Bureau. Accordingly, the Preparatory Committee, at the present session, will elect its officers.

Item 2. Adoption of the agenda

3. The provisional agenda for the organizational session of the Preparatory Committee, which is currently before the Committee for adoption, has been drawn up on the basis of General Assembly resolution 47/180.

Item 3. Preparations for the United Nations Conference on Human Settlements (Habitat II)

4. At its forty-seventh session, the General Assembly, recalling, inter alia, its resolution 46/164 of 19 December 1991, decided, by its resolution 47/180, to convene the United Nations Conference on Human Settlements (Habitat II) from 3 to 14 June 1996, at the highest possible level of participation. In paragraph 10 of the same resolution, the Assembly noted with appreciation the generous offer of the Government of Turkey to act as host for the Conference and decided that the Conference would be held in Turkey.

5. In this connection, the Assembly decided to establish a Preparatory Committee open to all States Members of the United Nations or members of the specialized agencies, with the participation of observers in accordance with the established practice of the General Assembly. It further decided that the Preparatory Committee should hold an organizational session of three days' duration at United Nations Headquarters in March 1993, and indicated broad guidelines for additional sessions of the Preparatory Committee. (The question of arrangements for future sessions of the Preparatory Committee is dealt with under item 4 of the provisional agenda.)

6. In paragraph 14 of resolution 47/180, the General Assembly requested the Secretary-General to prepare a report for the organizational session of the Preparatory Committee containing recommendations on an adequate preparatory process, taking into account the provisions of that resolution and the views expressed by Governments in the discussion of the matter at the Assembly's forty-seventh session (see A/C.2/47/SR.16 and 17). The report of the Secretary-General called for in paragraph 14 will be before the Committee at this session.

7. The Assembly also decided that the Preparatory Committee should:

(a) Draft the provisional agenda of the Conference, in accordance with the provisions of its resolution 47/180;

(b) Adopt guidelines to enable States to take a harmonized approach in their preparations and reporting;

(c) Prepare draft decisions, including the plan of action, for the Conference and submit them to the Conference for consideration and adoption.

8. In paragraph 22 of the same resolution, the Assembly requested the Secretary-General to report to it at its forty-ninth and fiftieth sessions on progress in the work of the Preparatory Committee.

Documentation

Report of the Secretary-General containing recommendations on substantive issues in the preparatory process of the United Nations Conference on Human Settlements (Habitat II) (A/CONF.165/PC/2)

Report of the Secretary-General containing recommendations on the organizational structure of the preparatory process of the United Nations Conference on Human Settlements (Habitat II) (A/CONF.165/PC/3)

Item 4. Arrangements for future sessions of the Preparatory Committee

9. In paragraph 7 of its resolution 47/180, the General Assembly decided that, apart from the organizational session of the Preparatory Committee, two additional preparatory sessions should be held, the first in early 1994 in Geneva or New York and the second in conjunction with the 1995 session of the Commission on Human Settlements. Detailed arrangements for the preparatory discussion would be determined at the organizational session. The Assembly also decided, in paragraph 8, that in the event of there being a clear need for further preparatory discussions, an appropriate request might be made by the Preparatory Committee to the General Assembly.

10. The Committee, at the present session, will, therefore, have to consider detailed arrangements for preparatory discussion of the issues with which the Conference will be seized. In this connection, the Committee may wish to make a recommendation with respect to the venue of its 1994 session, i.e., Geneva or New York.

Item 5. Provisional agenda for first session of the Preparatory Committee

11. Bearing in mind the tasks entrusted to it and the recommendations contained in the Secretary-General's reports referred to above, the Preparatory Committee may wish to draw up a provisional agenda for its first session.

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PREPARATORY COMMITTEE FOR THE UNITED
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Organizational session
New York
3-5 March 1993
Item 3 of the provisional agenda

PREPARATIONS FOR THE UNITED NATIONS CONFERENCE ON HUMAN SETTLEMENTS (HABITAT II)

Recommendations on the substantive issues in the preparatory process

Report of the Secretary-General

I. BACKGROUND

1. By its resolution 47/180 of 22 December 1992, the General Assembly "decided to convene a United Nations Conference on Human Settlements (Habitat II) from 3 to 14 June 1996, at the highest possible level of participation". The Assembly also decided, in operative paragraph 4 of the resolution, "to establish a Preparatory Committee of the General Assembly for the second United Nations Conference on Human Settlements (Habitat II), ... open to all States Members of the United Nations and of the specialized agencies, with the participation of observers in accordance with the established practice of the General Assembly".

2. Under operative paragraph 14 of resolution 47/180, the General Assembly:

> "Requests the Secretary-General of the United Nations to prepare a report for the organizational session of the Preparatory Committee, containing recommendations on an adequate preparatory process, taking into account the provisions of the present resolution and the views expressed by Governments in the discussion of this matter at the forty-seventh session of the General Assembly;"
>
> ...

3. Furthermore, under the terms of General Assembly resolution 35/10 C, annex section I.B, paragraph 5, among the actions required of the Secretary-General in preparing for United Nations conferences is that, "an indicative outline of the work programme derived from the general goals and objectives pronounced by the General Assembly ... when convening the conference should be submitted to the preparatory organ at its organizational session".

4. The purpose of this report, accordingly, is to make recommendations on the preparatory process and to suggest an outline of work which should be carried out between March 1993 and June 1996.

II. ISSUES AND OBJECTIVES/WORK PROGRAMME

5. Under operative paragraphs 2 and 3 of resolution 47/180, the General Assembly makes the following pertinent suggestions as to the objectives and issues to be dealt with at the Conference:

> "2. Decides that the Conference, in addressing human settlements issues in the context of sustainable development, should have the following objectives:
>
> (a) In the long term, to arrest the deterioration of global human settlements conditions and ultimately create the conditions for achieving improvements in the living environment of all people on a sustainable basis, with special attention to the needs and contributions of women and vulnerable social groups whose quality of life and participation in development have been hampered by exclusion and inequality, affecting the poor in general;
>
> (b) To adopt a general statement of principles and commitments and fomulate a related global plan of action capable of guiding national and international efforts through the first two decades of the next century. Such a plan of action should include:
>
> (i) A comprehensive set of programmes and subprogrammes, with realistic targets and timetables, and provision for monitoring and evaluation of performance;
>
> (ii) Guidelines for national settlement policies and strategies that can effectively contribute to the alleviation of urban and rural poverty and the promotion of a sustainable economic development process with due consideration given to the growth and distribution of population, the urban transition, natural disasters, the availability of land and other resources, and the interests of women and major groups;
>
> (iii) Programmes and subprogrammes relating to new and emerging issues of technologies, including the impact of the current communication and informatics revolution, energy,

transportation and environmental infrastructure, namely, water-supply, sanitation and waste management;

(iv) Programmes and subprogrammes that would carry forward relevant elements of Agenda 21 to promote the development of environmentally sustainable human settlements in the future;

(v) Proposals for mobilizing, nationally and internationally, the necessary human, financial and technical resources, taking into account the enabling concept and the commitments of new and additional resources, as well as funding from countries' own public and private sectors, for the implementation of Agenda 21 programmes;

(vi) Measures for the reorganization and strengthening of national, metropolitan and municipal institutions and machinery to enhance the development of human settlements and operations capabilities;

(vii) Recommendations on ways in which the role of the United Nations and existing institutional arrangements for international cooperation and coordination in human settlements can be strengthened.

"3. Affirms that the Conference should, inter alia:

(a) Review trends in policies and programmes undertaken by countries and international organizations to implement the recommendations adopted by Habitat: United Nations Conference on Human Settlements;

(b) Conduct a mid-term review of the implementation of the Global Strategy for Shelter to the Year 2000 and make recommendations for the attaining of its objectives by the target date;

(c) Review the contribution of national and international action in the area of human settlements to the implementation of Agenda 21;

(d) Review current global trends in economic and social development as they affect planning, development and management of human settlements, and make recommendations for future action at the national and the international level."

6. Following the approach proposed and taking into account the relevant emphasis of the individual issues and the need for a logical clustering of the issues, the following tentative list of grouping of substantive topics is suggested for consideration:

A. General declaration of principles

B. Review of global conditions, trends and issues

1. Policies and programmes undertaken by countries and international organizations to implement the recommendations adopted by Habitat: United Nations Conference on Human Settlements

2. Implementation of the Global Strategy for Shelter to the Year 2000

3. Contribution of national and international action in the area of Human Settlements to the implementation of Agenda 21

4. Economic and social development as it affects planning, development and management of human settlements

C. Programmes and subprogrammes

1. Development, settlement policies and strategies

(a) Guiding the rural/urban transition and influencing distribution of population

(b) Integration of macro-economic and human settlements policies

(c) Developing new and efficient physical patterns for human settlements

(d) Promoting the efficient and sustainable use of land resources

(e) Alleviating urban and rural poverty, achieving equity in the development process and promoting sustainable development

(f) Improving health, living and working conditions particularly for the poor and disadvantaged

(g) Addressing the special needs of vulnerable groups, including children and the ageing

(h) Ensuring full participation of women in human settlements development

(i) Facilitating the production of adequate shelter for all

(j) Supporting the establishment of a self-relying construction industry

(k) Promoting industrialization through construction/building materials/infrastructure development

(l) Preventing and mitigating the impact of natural disasters

2. New and emerging technologies

(a) Adjusting to the communication and information revolution

(b) Adopting appropriate sustainable technologies for energy production and use

(c) Matching transportation systems to settlements pattern

(d) Ensuring sustainable use of water resources

(e) Improving the coverage and efficiency of drainage, and sanitation services

(f) Adopting cost-effective solid waste management

3. Capacity-building/institutional strengthening

(a) Gathering data and extending the research base on human settlements

(b) Defining governmental/non-governmental roles

(c) Strengthening institutions, in particular megacities, metropolitan and municipal institutions and machinery and rationalizing responsibilities between all levels of government

(d) Encouraging community participation in decision-making and implementation of human settlement action

(e) Supporting demand driven, client centred human resources development

4. Finance

(a) Strengthening the mobilization of national financial resources for human settlement development

(b) Economic modelling of the urbanization process including calculating economic returns on human settlement investment

(c) Exploring new and innovative methods and instruments for financing human settlements development

D. Reviewing the role and institutional arrangements for human settlement in the United Nations system

E. Mobilizing financial and other resources for the implementation of a Global Action Plan

7. It is proposed that the substantive topics suggested above for the Conference will each be elaborated in an issue paper, to be presented to the first substantive session of the Preparatory Committee. At that session the Committee will also have before it a first draft of the general statement of principles and a draft format for the programmes and subprogrammes in the plan of action. At its second substantive session or subsequent session as may be the case, the Preparatory Committee will consider the final version of each issue paper including the related draft of the proposed programme or subprogramme. At that session the Preparatory Committee will also consider the review papers requested in paragraph 3 of resolution 47/180, as well as the revised draft statement of principles. After the second session the draft statement of principles as well as the draft programmes and subprogrammes will be finalized for submission to the Conference. The draft programmes and subprogrammes will undergo their final review by integrating, inter alia, the results of the discussion on the review papers, the analysis/synthesis of the national reports, and the results of the regional and other relevant meetings.

III. ORGANIZATION OF WORK AND TIMETABLE

A. Time schedule

8. Operative paragraph 7 of resolution 47/180 provides that "an organizational session of three days' duration shall be held at United Nations Headquarters in March 1993 and that two preparatory sessions should be held, the first in early 1994 in Geneva or New York and the second in conjunction with the 1995 session of the Commission on Human Settlements, with the detailed arrangements for the preparatory discussions to be determined at the organizational session. In addition, paragraph 8 of the same resolution states that, if a clear need for additional preparatory discussion is made out, an appropriate request can be made by the Preparatory Committee to the General Assembly for an extra session. The Conference itself is already fixed for June 1996 in Turkey.

9. At present only the timing of the Committee's 1994 session remains to be settled. In order to provide sufficient time for the preparation of substantive documentation, for presentation to the Committee, the session should be fixed for the second half of 1994. Given that the second Preparatory Committee session will be in May 1995, the first session should not be too late in 1994; otherwise, there will not be time between the two sessions for all the intersessional work that will have to be done. For the foregoing reasons, it is thought that the most appropriate time for the first substantive session of the Preparatory Committee would be July or August 1994.

10. According to the General Assembly's resolution, the 1994 session is to be held in New York or Geneva. Since the organizational session is being held in New York, it would be desirable to hold the first substantive session in Geneva. This will make it efficient and economical to promote the widest possible participation by the specialized agencies, many of which are in Geneva or other parts of Europe. Their inputs at the early stage of substantive preparations will allow all viewpoints to be reflected in the full technical documentation to be taken up in the Committee's second substantive session.

B. Responsibilities of the Preparatory Committee

(a) Establishing the overview role of the Committee in plenary

11. Under operative paragraph 15 of resolution 47/180 the General Assembly decided that the Preparatory Committee shall, inter alia, prepare draft decisions including the plan of action, for the Conference and submit them to the Conference for consideration and adoption.

12. As specified in operative paragraph 2 (a) of the same resolution, the Preparatory Committee in plenary should see to it that the Conference, in addressing human settlements issues in the context of sustainable development, should take into account the following long-term objectives:

(i) To arrest the deterioration of global human settlements conditions;

(ii) To create the conditions for achieving improvements in the living environment on a sustainable basis;

(iii) To give special attention to the needs and contributions of women; and

(iv) To give special attention to the needs and contributions of vulnerable social groups.

13. Within this context, the Preparatory Committee in plenary should deal with all policy and institutional issues to be considered by the Conference, leaving detailed substantive matters to be handled by subsidiary bodies. These policy and institutional issues are:

(i) A review of global trends in economic and social development, as they affect human settlements; of the implementation of the recommendations of Habitat: United Nations Conference on Human Settlements; of the recommendations of the Global Strategy for Shelter to the Year 2000; and of the recommendations of Agenda 21;

(ii) The adoption of a General Statement of Principles and Commitments in the human settlements sector, to guide the preparation of a Global Action Plan;

(iii) The identification of current and emerging issues in the human settlements sector, to be addressed in a Global Action Plan;

(iv) The requirements for mobilizing human, financial and technical resources for implementation of a Global Action Plan on human settlements; and

(v) The formulation of recommendations on institutional arrangements for cooperation and coordination in the human settlements sector, and on a strengthened role for the United Nations in those arrangements.

14. In order to deal with the detailed substantive content of a Global Action Plan, the Committee should set up two working groups: this will allow representatives with special expertise to focus on related matters within their areas of competence. On this basis, it is suggested that the first working group should deal with all process-oriented aspects of a Global Action Plan and that the second working group should deal with all technology-oriented aspects of a Global Action Plan. The two working groups will report to the Committee in plenary for adoption of their reports.

15. If it becomes necessary to consider any special question which might arise during the preparatory process and which does not fall within the competence of either working group, the Committee may set up special subcommittees or ad hoc groups. Issues which may more properly be dealt with by a special subcommittee or ad hoc group are the review of the role and institutional arrangements for human settlements in the United Nations system (para. 6.D) and the mobilization of financial resources for the implementation of the Global Action Plan (para. 6.E). The subcommittees or ad hoc groups will report to the Committee in plenary for the adoption of their reports.

(b) Distributing tasks to working groups

16. In accordance with the principle that the first working group should deal with process-oriented issues of the Global Action Plan, this Working Group would deal with the topics mentioned in paragraph 6.C.1 and 3. In carrying out its work, Working Group I will liaise closely with the Committee and with Working Group II.

17. In accordance with the principle that the second working group should deal with technology-oriented issues of the Global Action Plan, this Working Group would deal with the topics listed in paragraph 6.C.2 and 4. In carrying out its work, Working Group II will liaise closely with the Committee and with Working Group I.

(c) Linking the Preparatory Committee to the Commission on Human Settlements

18. Because the work programme of the Commission on Human Settlements up to 1996 will contain many substantive links with the documents to be prepared for the Conference, there can be great benefits from a coordinated approach by both bodies. Much of the research work already undertaken on the Commission's

behalf and many of the findings of the Commission in its resolutions are directly applicable to the concerns of the Conference and can be used by the Working Groups. The ad hoc secretariat will work closely with the technical staff of the United Nations Centre for Human Settlements (Habitat) and coordinate the studies being undertaken and the documents being prepared.

19. In order to establish strong links between the Preparatory Committee and the Commission on Human Settlements, it is proposed that the Chairman of the Commission on Human Settlements be invited to make a statement to the plenary of each Preparatory Committee meeting, to report any views of the Commission on the topics of the Conference. The Preparatory Committee should also request that an item be placed on the agenda of each Commission session, dealing with preparations for the Conference, and that the Chairman of the Preparatory Committee be given an opportunity to address the Commission with a progress report on the Committee's activities.

(d) Drawing on the resources of the United Nations system

20. Under operative paragraph 16 of resolution 47/180, the General Assembly "requests all the organs, organizations and programmes of the United Nations system to cooperate with the secretariat of the Conference and contribute fully to the preparations for the Conference on the basis of guidelines and requirements to be established by the Preparatory Committee". It is known that a considerable amount of work relevant to the Conference objectives is being carried out by the United Nations system, and this material should be made available to the Committee as soon as possible. In this connection, it is proposed that the secretariat circulate the approved outline of the Conference's substantive work throughout the United Nations system, with a request that each body identify issues in which it has competence and provide copies of any material relevant to those issues which it has produced.

21. It is also suggested that the Secretary-General of the Conference be authorized to meet with the Heads of all relevant bodies to explore the possibilities of their providing additional inputs, in their areas of competence, drawing on their own funds for the work. The Secretary-General could, then, report to future meetings of the Committee on the results of these consultations and suggest how the results of any work so generated could be used. Any work so supplied might be submitted as a separate report or might be incorporated in consolidated reports of the secretariat, depending on its relevance to particular issues being considered by the Committee.

22. Under operative paragraph 19 of resolution 47/180, the General Assembly recommends that regional and subregional meetings should be held in conjunction with meetings of subregional and regional intergovernmental bodies, wherever possible. It is proposed that the Secretary-General of the Conference contact the Heads of the United Nations regional commissions and relevant subregional bodies, to discuss the timing and modalities of such meetings, and report on the issue to the Preparatory Committee at its first substantive session.

(e) Integrating contributions from outside the United Nations system

23. Under operative paragraph 16 of resolution 47/180, the General Assembly requested relevant intergovernmental organizations to cooperate with the secretariat, in the same terms as apply to United Nations bodies. It is known that work relevant to the Conference is being carried out by many of these bodies, and it is proposed that the Secretary-General of the Conference approaches them, in the same way as the United Nations bodies, for material and contributions. Any work so obtained could be incorporated in documents to be submitted by the secretariat to the Committee.

(f) Arranging for participation of local authorities and the non-governmental sector

24. As has been previously pointed out, intensive participation by all important sectors and organizations outside the national government, i.e. mayors of cities, local authorities, parliamentarians, housing finance organizations and other parts of the private sector, community sector groups and other non-governmental organizations, as well as associations of these entities, is considered essential to the preparation of a credible plan of action. Their extensive participation can enhance and enrich the deliberations of the Committee and the Conference, as well as mobilize support for the Conference findings. Therefore every effort should be made to involve the greatest representation of interested groups.

25. Under operative paragraph 6 of resolution 47/180, the General Assembly requests relevant non-governmental organizations to contribute to the Conference. In the same paragraph the General Assembly decided that the Preparatory Committee formulates and adopts modalities for the accreditation and participation of non-governmental organizations, taking into account the procedures used in the United Nations Conference on Environment and Development. Accordingly, draft guidelines are presented in annex I.

26. The involvement of mayors of cities, local authorities, and their associations should be promoted and encouraged by inviting them to participate, as part of national delegation or otherwise, in relevant meetings, and by suggesting that they organize and conduct their own meetings in such a way as to prepare and make the necessary contributions to preparatory process and the Conference itself.

(g) Inviting national reports

27. According to paragraph 15 (b) of General Assembly resolution 47/180, the Preparatory Committee is to adopt guidelines to enable States to take a harmonized approach in their preparations and reporting. It is proposed that the Committee, in inviting Governments to submit national reports, require such reports to adhere to the following format:

(i) A review of policies and programmes undertaken to implement the recommendations of Habitat: United Nations Conference on Human Settlements;

(ii) A review of the implementation of the Global Strategy for Shelter to the Year 2000, in accordance with the set of indicators adopted by the United Nations Commission on Human Settlements, and recommendations for attaining its objectives by the target date;

(iii) A review of action to follow up the recommendations of chapter VII and other human settlements related chapters of Agenda 21;

(iv) A description of national experience with the Conference topics listed in paragraph 6;

(v) A description of any special expertise or experience in any of the Conference topics, which might be shared with other Governments; and

(vi) A description of proposals for international and/or national action to deal with any of the Conference topics.

28. The above-mentioned outline will be further elaborated and refined on the basis of comments by the Committee. Deadline dates for submission of reports and other modalities may be decided at the first substantive session of the Preparatory Committee.

(h) Information programme

29. It is essential for a successful preparatory process and for the Conference itself to mobilize, at the earliest stage possible, the necessary public opinion and support from policy makers and technical experts in the field of human settlements and related areas. A draft information programme for consideration by the Committee is contained in annex II. Following the discussion and guidance of the Committee, the programme will be finalized and launched, depending on the availability of financial resources.

(i) Adopting the agenda for the first substantive session

30. The Committee is required to adopt an agenda for its next session. The following is proposed for the Committee's consideration:

PROVISIONAL AGENDA FOR THE FIRST SUBSTANTIVE SESSION OF THE PREPARATORY COMMITTEE

1. Adoption of the agenda.

2. Preparations for the Conference: progress report of the Secretary-General.

3. Draft statement of principles.

4. Draft issue papers and the draft format for the (sub)programmes of the plan of action.

5. Provisional agenda for the second substantive session of the Preparatory Committee.

6. Other matters.

7. Adoption of the report of the Preparatory Committee.

IV. RESOURCE REQUIREMENTS

31. Resolution 47/180 provides for the setting up of an ad hoc secretariat for the Conference following the organizational session of the Preparatory Committee. In order to keep this temporary secretariat modest in size and at the same time ensure optimal cost-effectiveness in the discharge of its mandate, the secretariat will have to be set up and staffed in a way to enable it to fully draw on the expertise of UNCHS (Habitat), and to ensure full involvement of, and linkages with, human settlements related sectors and organizations. As stipulated in the resolution, this temporary secretariat will be organizationally part of UNCHS (Habitat). By this arrangement, the number of secretariat staff members can remain small since their terms of reference and assignments will be closely linked and related to the various substantive divisions and sections of UNCHS (Habitat), from which expert capacity will be drawn. The ad hoc secretariat, being located within the Centre, will be in a position to cover the broad area and full range of human settlements issues, as well as related trends and developments in other areas and organizations.

32. Pursuant to resolution 47/180, two trust funds are being established to receive voluntary contributions, one for meeting the general cost of preparing for and holding the Conference, and the other for supporting the participation of developing countries, especially the least developed countries, in the Conference and its preparatory process.

33. The 1994-1995 resource requirements for the preparatory process of Habitat II will be considered following the outcome of the organizational session of the Preparatory Committee. In the light of paragraph 14 of the statement of programme budget implications (A/C.5/47/80), presented to the General Assembly at its forty-seventh session, and the fact that preparations for the 1994-1995 budget are under way, overall requirements for the preparatory process during 1994 and 1995 will be reviewed and considered in the context of the programme budget for that biennium.

ANNEX I

Proposed procedure for determining non-governmental organizations' competence and relevance to the work of the Preparatory Committee

General Assembly resolution 47/180 of 22 December 1992, requested the Preparatory Committee of Habitat II to formulate a procedure for determining the competence and relevance of non-governmental organizations to the work of the Committee, taking into account the procedures adopted for UNCED. Having taken into account the procedures adopted by the Preparatory Committee of UNCED and those adopted by the Economic and Social Council for the International Conference on Population and Development and its Preparatory Committee (see Council resolution 1993/4, annex) and also the particular characteristics of the large majority of non-governmental organizations active in the field of human settlements, the following guidelines are provided for the Committee's consideration.

1. Non-governmental organizations in consultative status with the Economic and Social Council which express their will to attend meetings of the Preparatory Committee shall be accredited for participation. Others desiring to be accredited may apply to the Conference secretariat for this purpose.

2. The secretariat of the Conference shall be responsible for the receipt and preliminary evaluation of requests from non-governmental organizations for accreditation to the Conference and its preparatory process.

3. All such applications must be accompanied by information on the organization's competence and relevance to the work of the Preparatory Committee, indicating the particular areas of the Conference preparations to which such competence and relevance pertain, and which should include, inter alia, the following information:

(a) The purposes of the organization and the country or countries in which it is active;

(b) Date of establishment and location of principal office of the organization and confirmation of its activities at the national and/or international level;

(c) Information as to the programmes and activities of the organization in areas relevant to the Conference and its preparatory process;

(d) Copies of its annual reports with financial statements and list of members of the governing body and their country of nationality;

(e) A description of its membership, indicating the total number of members and their geographical distribution.

4. Non-governmental organizations in consultative status with the Economic and Social Council shall be deemed to have satisfied these requirements to the extent that they have already provided such information to the United Nations.

5. In cases where the Conference secretariat believes, on the basis of the information provided in accordance with paragraph 2 above, that the organization has established its competence and relevance to the work of the Preparatory Committee, it will recommend to the Preparatory Committee that the organization be accredited. In cases where the Conference secretariat does not recommend the granting of accreditation, it will make available to the Preparatory Committee the reasons for not doing so. The Conference secretariat should ensure that its recommendations are available to the Preparatory Committee at least one week prior to the start of the session.

6. The Preparatory Committee will decide on all cases and proposals for accreditation within 24 hours of the Conference secretariat's recommendations having been taken up by the Preparatory Committee in plenary meeting. In the event of a decision not having been taken within this period, interim accreditations shall be accorded until such time as a decision is taken.

7. A non-governmental organization which has been granted accreditation to attend a session of the Preparatory Committee may attend all its future sessions.

8. In recognition of the intergovernmental nature of the Conference, non-governmental organizations shall have no negotiating role in the work of the Conference and its preparatory process.

9. Relevant non-governmental organizations in consultative status with the Economic and Social Council may be given an opportunity to briefly address the Preparatory Committee in plenary meeting and its subsidiary bodies. Other relevant non-governmental organizations may also ask to speak briefly at such meetings. If the number of requests is too large, the Preparatory Committee shall request the non-governmental organizations to form themselves into constituencies, each constituency to speak through one spokesperson. Any oral intervention by a non-governmental organization should, in accordance with normal United Nations practice, be at the discretion of the Chairman and with the consent of the Preparatory Committee.

10. Relevant non-governmental organizations may, at their own expense, make written presentations during the preparatory process in the official languages of the United Nations as they deem appropriate. Those written presentations will not be issued as official documents except in accordance with United Nations rules of procedure.

ANNEX II

United Nations Conference on Human Settlements (Habitat II)

(outline of an information programme)

An effective information programme for the Habitat II Conference will emphasize the purpose and objectives of the Conference and also aim to enhance public awareness of major human settlements issues, keeping in view that since Habitat: United Nations Conference on Human Settlements, held in Vancouver in 1976, there have been important changes in the perception of human settlements, their problems and solutions including, in particular, the concepts of enabling strategies and sustainable development.

The overall objective of the information programme will be to mobilize and sensitize international public opinion on various aspects and issues of sustainable human settlements development in support of United Nations efforts to promote and improve the living conditions of people, especially those of the poor and disadvantaged. To this, the information programme for the Habitat II Conference will be structured on the following lines:

(a) Provide information on the preparatory activities leading to the Conference and on key issues of the objectives and agenda of the Conference;

(b) Help to create awareness and significance of the Conference and the human settlements themes it is addressing;

(c) Highlight some of the basic problems faced in different parts of the world such as the rapid rate of urbanization and its adverse impact on housing, infrastructure and services to the people; success and failure of some of the existing settlement policies, programmes and projects at the national level; and the necessity of reviewing the human settlements sector in the light of new socio-economic and political developments;

(d) Focus on the crucial role of local authorities in maintaining sustainable human settlements development with a view to mobilizing their support and effective and substantive input and participation both during the preparatory process and at the Conference;

(e) Publicize the ongoing projects and programmes of UNCHS (Habitat) and other international organizations relevant to the Conference objectives.

Elements of the "CORE" Information Programme

The Information Programme will be carried out mainly by UNCHS (Habitat) and UN/DPI. Other relevant United Nations bodies and organizations are requested to carry out information programmes within their expertise and mandates.

The information campaign is mainly targeted to the following: national Governments, local authorities, the general public, the business community, non-governmental organizations, community organizations, the media, educational institutions and select intergovernmental organizations.

In addition to the above target groups, a certain amount of information products must be developed and disseminated to target groups, scientific, research and training institutions and other relevant organizations in the field of human settlements in order to generate interest and encourage them to participate actively in the preparatory process of the Conference.

In order to reach the above-mentioned target groups, it is necessary to produce information products in various languages and in various formats such as print, film, radio and television as well as through other promotional activities.

Specifically, the main elements of the programme are as follows:

(a) A pre-Conference brochure on the background, purpose and objectives of the Conference in all official languages of the United Nations;

(b) A series of six posters will be produced during the preparatory process of the Conference depicting the interdisciplinary nature of the human settlement development sector and conveying the message that improving the living environment (and quality of life) is a major aspect of sustainable development;

(c) Four information kits in conjunction with annual World Habitat Day celebrations will be produced aimed mainly at selected media organizations world wide and non-governmental organizations;

(d) A series of background notes/features will be issued periodically within the United Nations Focus Series (E, F and S) and a part of "UNCHS Habitat News" and "Shelter Bulletin" to cover in greater detail the issues before the Conference;

(e) Special coverage of the issues before the Preparatory Committees and the Conference will be printed in "UN Chronicle", "Development Forum" and other similar journals;

(f) A series of special radio feature documentaries will be produced within the Perspective series, to highlight projects and activities, preparations for the Conference and its outcome;

(g) Four to six segments of television programmes as a part of UN in Action will be produced for use on the Cable News Network weekly programme World Report and other media networks. In addition, special national programmes on activities and preparations of the Conference at the national levels in cooperation with the Governments concerned will be produced specially geared for national audiences;

(h) Four half-hour programmes in the television series World Chronicle including interviews with leading personalities in the field of human settlements.